

CHAPLAIN/CHAPLAIN CANDIDATE PREDETERMINATION PACKET CHECKLIST

Mail packets for Chaplain/Chaplain Candidates to: Army National Guard Bureau, ATTN: NGB-ASM-O, Chaplain Accessions, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

		Applicant Name & Contact Number: _____	
CH	CC	ARNG Chaplain and Chaplain Candidate Checklist	Required
		Ecclesiastical Endorsement: Original Ecclesiastical Endorsement (DD2088 for CH) or Ecclesiastical Approval (letter format for CC) sent directly to OCCH. Include a copy in the packet.	CH & CC
		Photograph: 5X7 (full-length, head to toe) or official military component photo.	CH & CC
		Senior Chaplain Interview: State CH or a CH designee, 05 or above IAW CH SOP.	CH & CC
		Essay: "Why I Want to be an Army Chaplain", one page with double-spacing to include applicant name/date.	CH & CC
		NGB 62-E - Application for Appointment	CH & CC
		Multi-Statement Application Letter: Chaplain or Chaplain Candidate specific versions.	CH & CC
		Official Undergraduate Transcripts: Originals or CTCs indicating degree & graduation date. Copies acceptable if already a commissioned officer.	CC
		Official Graduate Transcripts: <u>ORIGINALS</u> (no exception) showing degree & graduation date.	CH
		Letter of Enrollment from School Registrar: Must indicate full-time enrollment. Original or CTC.	CC
		Security Documentation: SF 86 Part II <u>required</u> for all applicants regardless of clearance status. JPAS Person Summary for existing clearance with print-out dated within 6 months of application.	CH & CC
		DD 2808 – Report of Medical Examination & DD 2807-2 – Report of Medical History: Certified true copies. Current within 24 months for initial appointment or within five years for current officer. Must be Chapter II physical for purpose of Commissioning. If physical is older than six months a height & weight MFR will be included noting current compliance with AR 600-9 (DA 5500 acceptable).	CH & CC
		DD Form 368 – Conditional Release (if applicable), DA Form 3574 (w/o prior service) or 3575 (w/ prior service)	CH & CC
		Birth Certificate: Prefer raised seal version from Bureau of Statistics, otherwise CTC. Proof of citizenship required for Naturalized citizens.	CH & CC
		Chronological Listing of all Professional Ministry Experience: One page with signature and date.	CH
		Prior Service Documents: Copies of DD Form 214 or NGB 22 (must be CTC if for waiver or used to verify prior service), last three OERs/AERs/NCOERs, CHOBC completion certificate or DA 2-1, latest/highest awards, retirement point statement.	CH & CC
		Waivers: For moral issues, see SOP for complete instructions. Requires request for waiver, and endorser acknowledgement (on EE, EA or separate memo and applicants statement of facts concerning the event).	CH & CC
		TDA Request: Must follow CH SOP format and request TDA for one year to begin the first day of the month following the accession board reviewing the packet. NGB-ASM will route the TDA request, with concurrence, to NGB-ARH upon receipt of the packet.	CC

TRACKING DATA

State Chaplain Name: _____ Phone: _____

Originating OSM/Recruiter Name: _____ Phone: _____

Originating OSM/Recruiter Email: _____

Return Packet To: _____

Originating State: _____

Date In: _____

Date Out: _____